
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the Criminal Justice Specialist I & II – Research & Analysis Option job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. Criminal Justice System (16 Questions)

This section presents questions to test your knowledge and understanding of the criminal justice system. It assesses your understanding of programs and systems as they relate to the prevention and control of crime. Test question topics include:

- Criminal justice agencies flow and responsibilities;
- Adult and Juvenile justice systems;
- Structure and components of the criminal justice system.

II. Research Design (20 Questions)

This section tests your knowledge of research design methodologies and systems. It assesses your understanding of various types of research design tools and their associated characteristics and terminology. It also tests your knowledge of the development and maintenance of research designs projects. Test question topics include:

- Development of research designs;
- Research methods and strategies;
- Terminology and characteristics of research designs.

III. Data Presentation (14 Questions)

Employees in these jobs are responsible for presenting data and reports. This section tests your knowledge of terminology and methods for data analysis and statistical reporting. It also assesses your understanding of graphs, tables and statistical reports. Test question topics include:

- Content and terminology of research reports;
- Graphic presentation of data.

IV. Computer and Statistical Software

(14 Questions)

Employees in these jobs must have knowledge of various computer software in order to enter, analyze, and share data. They must be able to create graphs, charts, tables, maps, and figures that best illustrate data and data trends over time. This section tests your knowledge of the functions, commands and procedures for various software programs. Test question topics include:

- Functions and commands for Microsoft Word;
- Functions and commands for Microsoft Excel;
- Functions and commands for SPSS (Statistical Package for the Social Sciences).

V. Applied Statistics

(16 Questions)

Employees in these jobs must have knowledge of the collection, organization, and interpretation of statistical data. This section tests your understanding of applied statistical concepts, definitions, and terminologies. Test question topics include:

- Statistical definitions and terminologies;
- Basic descriptive statistics;
- Inferential statistics.